



**MINUTES OF THE CITY COUNCIL WORK SESSION held Wednesday, August 21, 2002, for the purpose of reviewing the CAR report and discussing a new evaluation tool for the City Manager.**

Mayor Davis started the meeting at 8:05 p.m. It was held in the Senior Classroom of the Community Center.

PRESENT WERE: Council members Edward V. J. Putens, Rodney M. Roberts, Alan Turnbull, and Mayor Judith F. Davis.

STAFF PRESENT WERE: Michael P. McLaughlin, City Manager; Kathleen Gallagher, City Clerk.

"Quarterly" CAR Review: Council reviewed the CAR Report and made the following requests and suggestions:

- include information in the status column, as appropriate to the item, including, for example, any external deadlines or dates of anticipated interim report or completion
- consolidate the overlap on items related to skateboards and scooters
- clarify the year of reference in line items for past years (e.g., if an item from 1999 refers to a 9/15 memo)
- define what items are being researched on 2000-66 and bring to closure
- add a CAR item to provide a report on the park rangers for this year
- add cemetery expansion to the list of future work sessions to be scheduled; consider using new site

City Manager's Evaluation Form: Mr. Putens reviewed changes he had made to the form. Mayor Davis asked that all Council members and the City Manager review the performance elements to fine-tune them and convey any suggestions to Mr. Putens. Since the section including larger projects or management objectives is new, she noted that everyone should look at that in conjunction with the management objectives. She asked that a half-hour meeting to finalize the form be attached to a work session in about a month.

There was discussion of the extent to which Council should convey objectives to the City Manager for the next year in advance of his development of the budget. The Mayor suggested that if a CAR review meeting were held in December, that might provide an opportunity for discussion.

Other Business: There was discussion of the draft letter regarding the meeting scheduled next week with the elected officials from the 22nd District.

The meeting ended at 9:45 p.m.

Respectfully submitted,  
Kathleen Gallagher  
City Clerk